

MINUTES

Indian Trail Alcoholic Beverage Control Board

Law Offices of Hinson Faulk, PA

May 15, 2014 6:30 PM (5:30 PM Candidate Interview)

Board Members: Wes Hinson, Gary D'Onofrio, Robert Laatz

Attendees: Melissa Williamson, Nancy Ratcliffe, Emily S. Hinson

Call to Order

The meeting was called to order by Wes Hinson at 6:30 PM. Wes read G.S. 18B-201: It is the duty of every Board member to avoid both conflicts of interest and appearances of conflicts. In accordance with this statute, Wes asked everyone to review the agenda for the meeting and if any member has any known conflict or appearance of conflict with any matters coming before the Board today, that they identify the conflict and refrain from any undue participation in the matter involved. None were identified.

Presentation

Motion made by Gary to approve proposed agenda. Seconded by Wes and approved unanimously.

Approval of Minutes

N/A

Public Comments

Wes Hinson opened the floor for public comments, but there were none.

Finance Officer Candidate Interview

- Emily S. Hinson, goes by Shelly, is present to interview for the finance officer position. To clarify the appearance of conflict, Wes Hinson went on record to state that he has never met Shelly before today and they are not related.
- Board has copies of Shelly's resume' and letters of reference. She previously worked with the ABC Board and ALE. She worked 17 years with Mecklenburg ABC Board in accounting, doing general ledger entries, payroll, and employee insurance and retirement. She then went to work with ALE, but is looking to get back into accounting because she misses it. Currently working with ABC Commission, she works from home, so she is used to planning and managing her own time. She has working relationships with current ALE Officers and ABC Commission employees and lives in the Monroe area.
- Board questioned her and discussed her experience and relationships with ALE and ABC Commission. Board discussed position and hours with her. Shelly is open to flex hours and understands that some times of the year require more time and effort. She also understands that ABC accounting is different from regular accounting and has experience in systems transitions.

New Board Member Applicant Introduction and Welcome

- None able to attend this meeting.

Store Business, General Operations, and Sales Reports

- Melissa provided Board with Carolina Data quote for new office PC.

- Melissa provided and reviewed handouts on April sales figures. April sales were up 10.86%, which was up \$23,421.00 from last year to \$241,499.00, which was 2.94% increase over the State's average.
- ALE report was also reviewed.
- They had 48 people show up for the BARS (BE A Responsible Server) class they hosted. It was a great success and only cost them about \$78 for refreshments, because they were able to borrow tables and chairs. They would like to host another in the fall for those that were unable to attend this time.

Store Financials

- Nancy went over current YTD budget and the revenue, expenses, profit and loss, and balance sheets for April. Board discussed in detail.
- Nancy reported that they will be able to do an early pay off of their bank Note for about \$18,200.00 next month. Board discussed.
- Board discussed upcoming changes and provided Nancy with \$232,500.00 for estimated next year's budget.
- Wes made a motion to approve the store financials. Seconded by Gary and approved unanimously.

Year End Audit

- Contract has been received from Potter & Company and is basically the same as last year. Board will review for approval and get signed copy to Potter & Company.

Future Store Upfit Needs & Budgeting

- Bids have come in. Estimated budget for upfit has been set at \$25,000.00 and entered into the budget.

Board Discussion & Possible Action/Comments

N/A

Next Meeting

Next meeting is June 19, 2014, at 6:30 PM at the Law Offices of Hinson Faulk, PA.

Adjourn

Motion to adjourn made by Wes, seconded by Gary, and was passed unanimously.